## T.O.M. Employee Management Getting Started Manual

**Chapter 1 – Installing the Software** 

Chapter 2 - Getting Started With T.O.M. Employee Management

Chapter 3 – Getting Started with the Employee Check-In Software

Chapter 4 – Employee Lookup Lists

Chapter 5 – Employee Reminder Lookup Lists

<u>Chapter 6 – Employee Accident Report Lookup Lists</u>

<u>Chapter 7 – Employee Absence Lookup Lists</u>

Chapter 8 – Employee Training Lookup Lists

Chapter 9 – Employee Shift Lookup Lists

**Chapter 10 - Security** 

**Chapter 11 – District Options**